

**COVER PAGE FOR STRATEGIC PLAN
FY 2005-2009**

**PUBLIC SAFETY and CORRECTIONS
PUBLIC SAFETY SERVICES
LIQUEFIED PETROLEUM GAS COMMISSION**

SCHEDULE NO. 08-424

REVISED STRATEGIC PLAN FY 2005-2009
Public Safety and Corrections
Public Safety Services
Liquefied Petroleum Gas Commission

The Liquefied Petroleum Gas Commission has only one program, Administrative. Therefore the mission and goals for the Commission are the same as those for the Administrative program.

VISION: The Liquefied Petroleum Gas Commission will provide the necessary oversight and safety regulations to provide the industry and the general public with the lowest rate per capita for related fires and accidents of any southern state.

MISSION: The mission of the Liquefied Petroleum Gas Commission is to promulgate and enforce rules that will allow for the safest possible distribution, handling, and usage of liquefied petroleum gases and anhydrous ammonia, necessary for the protection, safety and security of the public. This is accomplished through inspections of storage facilities, equipment, and examination of personnel engaged in the industry.

PHILSOPHY: The Liquefied Petroleum Gas Commission will accomplish our mission in the most efficient, effective, and least burdensome means possible for all stakeholders without sacrificing safety.

GOALS:

- I. Reduce loss of life and property through diligent enforcement and voluntary compliance with Louisiana laws, national standards, codes, and rules and regulations adopted by the Liquefied Petroleum Gas Commission.

OBJECTIVE I.1: Reduce the number of fires related to liquefied petroleum gas and accidents by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

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|-----------------------|---|
| STRATEGY I.1.1 | Increase voluntary compliance with Louisiana laws, national standards, codes, and the rules and regulations of the Liquefied Petroleum Gas Commission by increasing the number of random inspections/activities made and by communicating with the industry through meetings and written communications such as industry publications, and commission monthly all dealer letters. |
| STRATEGY I.1.2 | Inspect all liquefied petroleum gas equipment that requires tagging used in Louisiana annually. |
| STRATEGY I.1.3 | Test and/or license every dealer and/or employee who sells and/or handles liquefied petroleum gas and/or installs and/or modifies liquefied petroleum gas systems in Louisiana annually. |
| STRATEGY I.1.4 | Provide continuing education training to industry personnel in the safe handling, transportation, and distribution of liquefied petroleum gases and anhydrous ammonia. |

PERFORMANCE INDICATORS

Number

Type Indicators----Input

1. Number of LP gas inspections/activities per performance standard
2. Number of applications for permits and renewals of permits
3. Number of applications for renewal of cards of competency
4. Number of examinations given
5. Number of trucks tagged and inspected
6. Number of man-hours of training provided annually
7. Number of Compliance audits performed
8. Total appropriated budget dollars

Type Indicators----Output

9. Number of LP gas inspections/activities
10. Number of LP gas related fires and accidents
11. Number of permits issued
12. Number of cards of competency renewed
13. Number of cards of competency issued from examinations
14. Number of equipment tags issued
15. Number of hearings on violations
16. Number of tank and installation modifications required
17. Number of tanks and systems condemned
18. Number of man-hours of training provided annually
19. Number of Compliance audits resulting with violation charges
20. Total expended budget dollars

Type Indicators----Outcome

21. Percentage change in number of LP gas related fires from FY 04-05 standard
22. Percentage of applications for permits and renewals of permits issued
23. Percentage of applications for renewal of cards of competency issued
24. Percentage of examinations given issued cards of competency
25. Percentage of equipment inspected issued tags
26. Number of sanctions imposed per 1000 inspections/activities
27. Number of tanks condemned and modifications made per 1000 inspections/activities
28. Percentage of compliance audits with penalties imposed

Type Indicators----Efficiency

29. Percentage of performance standard cost per inspection/activity
30. Ratio of man-hours of training provided to sanctions imposed
31. Percentage of inspections/activities made with sanctions imposed
32. Percentage of compliance audits with no violation charges
33. Percentage of appropriated budget dollars expended

Type Indicators----Quality

None

APPENDIX

- Louisiana: Vision 2020 Link: Strategic Objective 1.1 contributes to Vision 2020 Objective 3.5: To insure safe, vibrant, and support communities for all citizens.
- Children's Budget Link: Not Applicable
- Human Resources Policies Beneficial to Women and Families Link: Public Safety Services grants flexible work schedules to accommodate employees with child care or other family issues. The department has an employee assistance program which provides information and guidance for employees and/or family members. In accordance with federal law, the department supports the Family and Medical Leave Law and uphold practices within those guidelines, supporting employees and families.
- Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or other): Not Applicable
- ! The principal clients and users of the Liquefied Petroleum Gas Commission administrative program are the regulated permit holders, industry personnel, and the general public.
- ! The program promulgates and enforces reasonable rules and regulations that will allow the safest possible distribution, handling and usage of liquefied petroleum gases and anhydrous ammonia. This will be accomplished for the protection, safety, and security of the public and industry personnel through inspections of facilities, and equipment, and the examination of industry personnel. The programs will be managed in an efficient, effective and professional manner by reducing burdensome requirement whenever practical without sacrificing safety. These goals or objectives are internally controlled. To increase support for the program and achieve voluntary compliance with its codes the entity has little or no control.
- ! Subject to the applicable provisions of Title 49, chapter 13 of the Louisiana Revised Statutes of 1950, the program has the power to make and enforce reasonable rules and regulations governing the storage, sale, transportation over the highways, installation of tanks or systems and the use of appliances as may be deemed necessary in the interest of public safety. These powers are granted in the Louisiana Revised Statutes Title 40, Chapter 10, Part I and II, ' 1841-1853 and ' 1892 and Title 3, Chapter 10, Part II, ' 1351-1357.
- ! Objective one was established by rule and will be accomplished by strict enforcement to obtain a reliable data base to measure effectiveness of the overall program.
- ! The primary beneficiaries or affected parties to each objective in the program are the regulated industry, their employees, and the general public through enhanced safety.
- ! A very minor percentage of this program is duplicated elsewhere. Its overall activities have increased approximately 10% per year in the last eight years and there are no opportunities for privatization of the program.

INDICATOR NUMBER 1. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of LP gas inspections/activities per performance standard.

Indicator Type: Input

Indicator Level: General Performance Indicator

LaPAS PI Code: Does not have a code assigned.

Rationale: This is an expectation assigned by the Legislature.

Validity, Reliability,
and Accuracy: This is an indicator that has not been validated as to
reliability and accuracy.

Data Collection

Procedure and Source: Performance standard as assigned by the Legislature.

Frequency and Timing: Report quarterly on LAPAS reporting.

Calculation Methodology: There is no special methodology used. This is an expectation
assigned by the Legislature.

Definition of Any

Unclear Terms: None

What Aggregation or

Disaggregation of

Indicator is Needed: None

Who Is Responsible

For Data Collection

And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: Used as a preferred performance standard.

Responsible Person: Charles M. Fuller

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INDICATOR NUMBER 2. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of applications for permits and renewal of permits.

Type: Input

Indicator Level: General Performance Indicator

LaPAS PI Code: New

Rationale: This measures the number of applications for new permits and permit renewals.

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection

Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From Commission Mapper deposits reports the first 05, 06, or 09 code permit number is subtracted from the last 05, 06, or 09 code permit number and 1 is adding giving total new permits and renewal permits for a given month. This number is then splint into new permits and renewal permits. The new permits have an associated filing fee (code 04)with them. After determining the number of new permits, that number is subtracted from the total permits and each placed in the monthly statistical report to the commission.

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed: None

Who Is Responsible For Data Collection And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: New and used as general performance indicator.

Responsible Person: Charles M. Fuller
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INDICATOR NUMBER 3. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of applications for renewal of cards of competency.

Type: Input

Indicator Level: General Performance Indicator

LaPAS PI Code: New

Rationale: This measures the number of applications for renewal of cards of competency.

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection

Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From Commission Mapper deposits reports, the first 02 code card number is subtracted from the last 02 code card number and 1 is added giving total cards for a given month. This number is then split into new cards and renewal cards. The new cards are determined by dividing the total dollars for examinations by \$20, which is the examination fee and subtracting the number of failed examinations. This gives new cards issued. By taking new cards from total cards, the results is number of renewal cards. These numbers are placed in the monthly statistical report to the commission and is used as data collection source.

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed: None

Who Is Responsible For Data Collection And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: New and used as general performance indicator.

Responsible Person: Charles M. Fuller
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INDICATOR NUMBER 4. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of examinations given.

Type: Input

Indicator Level: General Performance Indicator

LaPAS PI Code: New

Rationale: This measures the number of examinations given.

Validity, Reliability,
and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection

Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From Commission Mapper deposits reports, the examinations given are determined by dividing the total dollars for examinations by \$20, which is the examination fee. This gives examinations given. This number is placed in the monthly statistical report to the commission and is used as the data collection source

Definition of Any
Unclear Terms: None

What Aggregation or
Disaggregation of
Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: New and used as general performance indicator.

Responsible Person:

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INDICATOR NUMBER 5. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of trucks tagged and inspected.

Type: Input

Indicator Level: Supporting Indicator

LaPAS PI Code: 6738

Rationale: This measures the number of trucks tagged and inspected.

Validity, Reliability, and Accuracy: This is a supporting indicator and has been validated as "Outstanding" as to reliability and accuracy by the Legislative Auditor's Office in connection with "Incentives Awards" given to the classified employees of the Commission in FY 02-03.

Data Collection

Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From Commission Mapper deposits reports, the 07 code, "Tank Truck Registration Decals" dollars are divided by \$50, which is the truck registration fee. This gives total trucks tagged and inspected. This number is placed in the monthly statistical report to the commission and is used as the data collection source.

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed: None

Who Is Responsible For Data Collection And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: Used as supporting performance indicator.

Responsible Person:

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INDICATOR NUMBER 6. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of man-hours of training provided annually.

Indicator Type: Input

Indicator Level: Supporting Indicator

LaPAS PI Code: 6739

Rationale: This measures the number of man-hours of training provided annually.

Validity, Reliability,
And Accuracy: This is a supporting indicator and has been validated as “Outstanding” as to reliability and accuracy by the Legislative Auditor’s Office in connection with “Incentives Awards” given to the classified employees of the Commission in FY 02-03.

Data Collection

Procedure and Source: This indicator is generated from the monthly inspector reports, recapped by the Director monthly.

Frequency and Timing: Data collected monthly from Inspector Training Reports.

Calculation Methodology: The Commission’s Inspectors submit monthly training reports to the Director which are filed in hard copy form. These reports are recapped each quarter and reported when required in LAPAS. These quarterly recaps are used as the data collection source

Definition of Any
Unclear Terms: None

What Aggregation or
Disaggregation of
Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: Used as supporting performance indicator.

Responsible Person:

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INDICATOR NUMBER 7. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of compliance audits performed.

Indicator Type: Input

Indicator Level: Could be a Key or Supporting Indicator in FY 05-06

LaPAS PI Code: New

Rationale: This measures the number Compliance audits performed.

Validity, Reliability,
and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection

Procedure and Source: This indicator is generated from the monthly reports submitted by the Commission's Inspectors and recapped by the Director , monthly. The Commission receives a report each month. FY 04-05 is first year for this indicator and after creating the data base in FY 04-05, it will be added to the Commission's statistical report and placed in its official minute book.

Frequency and Timing: Data collected monthly from Inspector Compliance Audit Reports.

Calculation Methodology: The Commission's Inspectors submit monthly compliance audit reports to the Director which are filed in hard copy form and electronic form. These reports are recapped each month and reported to the Commission, monthly. These monthly recaps would be used as the data collection source and placed in the Commission's statistical report and official minute book.

Definition of Any
Unclear Terms: None

What Aggregation or
Disaggregation of
Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: Can be used as Key or Supporting performance indicator.

Responsible Person: Charles M. Fuller
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INDICATOR NUMBER 8. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Total appropriated budget dollars

Indicator Type: Input

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: This gives the total appropriated budget dollars that can be used in costs calculations in other indicators.

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection

Procedure and Source: This indicator is generated from HB. 1 including any amendments.

Frequency and Timing: Data collected at time of signature of the Governor of HB. 1.

Calculation Methodology: No calculation is needed since this is the total dollars appropriated in HB. 1 for the Agency.

Definition of Any

Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed:

None

Who Is Responsible For Data Collection And Quality:

Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator.

Responsible Person:

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INDICATOR NUMBER 9. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 10, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of LP-Gas inspections/inspector activities

Indicator Type: Output

Indicator Level: Supporting performance indicator

LaPAS PI Code: 6737

Rationale: Measures the actual number of inspections and activities made by the Commission's inspectors.

Validity, Reliability, And Accuracy: This is a supporting indicator and has been validated as "Outstanding" as to reliability and accuracy by the Legislative Auditor's Office in connection with "Incentives Awards" given to the classified employees of the Commission in FY 02-03.

Data Collection

Procedure and Source: This indicator is generated from weekly inspector reports. Each inspector submits weekly electronic reports to the Director, which is recapped by the month and placed in the monthly Commission Statistical Report for the month and place in the official minute book.

Frequency and Timing: Data collected weekly and recapped monthly.

Calculation Methodology: Calculation methodology is simply an exercise in addition of the inspector weekly reports.

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed: None

Who Is Responsible For Data Collection And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: Supporting performance indicator.

Responsible Person:

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INDICATOR NUMBER 10. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of LP-Gas related fires and accidents

Indicator Type: Output

Indicator Level: Key performance indicator

LaPAS PI Code: 6734

Rationale: Measures the actual number of related fires and accidents.

Validity, Reliability,
And Accuracy: This is a key indicator and has been validated as “Outstanding” as to reliability and accuracy by the Legislative Auditor’s Office in connection with “Incentives Awards” given to the classified employees of the Commission in FY 02-03.

Data Collection

Procedure and Source: This indicator is generated from daily fires and accident/incident reports submitted by permit holders. All fires in which liquefied petroleum gas is directly or indirectly involved and accidents and/or incidents involving liquefied petroleum gas which causes injury to employees, property damage, or injury to other persons or accidental releases reportable under the Louisiana Right-To-Know Law must be reported, by rule, within 48 hours to the Commission. The fire reports are classified by the Director as “related” or “unrelated” and the accidents and/or incidents reports are classified by the Director as “at fault” or “not at fault”

Frequency and Timing: Data collected daily and recapped monthly.

Calculation Methodology: At the end of each month all related fires and all “at fault” accidents and all “at fault” incidents are added to give the total related fires and accidents.

Definition of Any
Unclear Terms: None

What Aggregation or
Disaggregation of
Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: Key performance indicator.

Responsible Person: Charles M. Fuller
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INDICATOR NUMBER 11. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of permits issued

Indicator Type: Output

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the actual number of permits issued.

Validity, Reliability,
and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection

Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book. Two elements makeup this indicator, applications for permits and permits renewed.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From Commission Mapper deposits reports, the first 05, 06, or 09 code permit number is subtracted from the last 05, 06, or 09 code permit number and 1 is added giving the total permits issued for the period. This number is divided into the component elements of applications for permits and permit renewals and placed in the monthly statistical report to the commission and is used as the data collection source.

Definition of Any
Unclear Terms: None

What Aggregation or
Disaggregation of
Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator

Responsible Person:

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INDICATOR NUMBER 12. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of cards of competency renewed

Indicator Type: Output

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the actual number of cards of competency renewed.

Validity, Reliability,
and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection

Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From Commission Mapper deposits reports, the first 02, or 03 code permit number which has a "0" and then 5 digits, subtracted from the last 02 or 03 code permit number that has a "0" and then 5 digits and add 1. This gives the total cards issued for the period. From this number subtract the number of cards issued from examinations. The resulting number is the actual number of cards issued by renewal. This number is placed in the Commission monthly statistical report and placed in its official minute book.

Definition of Any
Unclear Terms: None

What Aggregation or
Disaggregation of
Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator

Responsible Person:

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INDICATOR NUMBER 13. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of cards of competency issued from examinations

Indicator Type: Output

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the actual number of cards of competency issued from examinations.

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection

Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From Commission Mapper deposits reports, the 03 code, which is "Examination of LPG Personnel" dollars are divided by \$20, which is the fee per examination. This gives total examinations given, from this number subtract any failed examinations, the result is the number of cards of competency issued from examinations. This number is placed in the monthly statistical report made to the Commission.

Definition of Any

Unclear Terms: None

What Aggregation or

Disaggregation of

Indicator is Needed: None

Who Is Responsible

For Data Collection

And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator

Responsible Person:

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INDICATOR NUMBER 14. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of equipment tags issued

Indicator Type: Output

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the actual number of equipment tags issued.

Validity, Reliability,
and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection

Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From Commission Mapper deposits reports, the 07 code, which is "Tank Truck Registration Decals" dollars are divided by \$50, which is the fee per truck registration. This gives total equipment tags issued for the period. This number is placed in the monthly statistical report made to the Commission.

Definition of Any
Unclear Terms: None

What Aggregation or
Disaggregation of
Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator

Responsible Person:

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INDICATOR NUMBER 15. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of hearing on violations

Indicator Type: Output

Indicator Level: Supporting performance indicator

LaPAS PI Code: 6736

Rationale: Measures the actual number of hearings held on violations.

Validity, Reliability,
And Accuracy: This is a supporting indicator and has been validated as “Outstanding” as to reliability and accuracy by the Legislative Auditor’s Office in connection with “Incentives Awards” given to the classified employees of the Commission in FY 02-03.

Data Collection

Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From the official “All Dealer Letter” (AD Letter) published and posted on the Commission web site, all violations that were heard before the Commission and the Commission took final action on are counted and totaled to arrive at the number used for this indicator. This number is placed in the monthly statistical report made to the Commission.

Definition of Any
Unclear Terms: None

What Aggregation or
Disaggregation of
Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: Supporting performance indicator

Responsible Person:

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INDICATOR NUMBER 16. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of tank and installation modifications required

Indicator Type: Output

Indicator Level: Supporting performance indicator

LaPAS PI Code: 2133

Rationale: Measures the actual number of tank and system modifications required.

Validity, Reliability,
And Accuracy: This is a supporting indicator and has been validated as “Outstanding” as to reliability and accuracy by the Legislative Auditor’s Office in connection with “Incentives Awards” given to the classified employees of the Commission in FY 02-03.

Data Collection

Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: The weekly inspector reports are submitted to the Director weekly. The Director recaps and totals the activities on these reports monthly. Under the column for “Corrections”, all numbers are totaled for all inspectors and placed in the monthly statistical report to the Commission.

Definition of Any
Unclear Terms: None

What Aggregation or
Disaggregation of
Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: Supporting performance indicator

Responsible Person:

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INDICATOR NUMBER 17. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of tank and systems condemned

Indicator Type: Output

Indicator Level: Supporting performance indicator

LaPAS PI Code: 6735

Rationale: Measures the actual number of tank and system condemned.

Validity, Reliability,
And Accuracy: This is a supporting indicator and has been validated as “Outstanding” as to reliability and accuracy by the Legislative Auditor’s Office in connection with “Incentives Awards” given to the classified employees of the Commission in FY 02-03.

Data Collection
Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From the “Condemned Tanks and Systems” file, all condemned reports submitted by dealers and the Commission’s inspectors are totaled and placed in the monthly statistical report to the Commission. This is the number that is used for this indicator.

Definition of Any
Unclear Terms: None

What Aggregation or
Disaggregation of
Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: Supporting performance indicator

Responsible Person:

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INDICATOR NUMBER 18. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of man-hours of training provided annually

Indicator Type: Output

Indicator Level: Supporting performance indicator

LaPAS PI Code: 67395

Rationale: Measures the actual number of man-hours of training provided annually.

Validity, Reliability, And Accuracy: This is a supporting indicator and has been validated as "Outstanding" as to reliability and accuracy by the Legislative Auditor's Office in connection with "Incentives Awards" given to the classified employees of the Commission in FY 02-03.

Data Collection Procedure and Source: This indicator is generated from monthly inspector training reports for handler training and for seminar training. These reports are recapped each quarter and reported in LAPAS on a semi-annual basis.

Frequency and Timing: Data collected monthly and recapped quarterly from training reports as reported to the Director by the Commission's inspectors.

Calculation Methodology: Each hour of training, whether in seminar form or specific area training counts as one man-hour per individual person. All inspectors training reports are totaled each month, by inspector, and all inspectors monthly totals are added and recapped by the quarter with year-to-date total hours. Three men training for one hour in a seminar setting counts as three man-hours or one man training for three hours in a specific area of training counts as three man-hours of training. All training is instructional type training.

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed: None

Who Is Responsible For Data Collection And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: Supporting performance indicator

Responsible Person: Charles M. Fuller
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INDICATOR NUMBER 19. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of compliance audits resulting with violation charges

Indicator Type: Output

Indicator Level: Can be a supporting or a general performance indicator

LaPAS PI Code: New

Rationale: Measures the actual number of compliance audits resulting with violation charges.

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy. Data base information is being created in FY 04-05 for possible use in FY 05-06

Data Collection Procedure and Source: This indicator is generated from monthly inspector compliance audit reports.

Frequency and Timing: Data collected monthly and recapped monthly from inspector compliance audit reports.

Calculation Methodology: Each inspector submits to the Director each month, the number of compliance audits conducted in his inspector district for the month. The report includes the number of audits which were not in compliance with Commission rules and regulations. These numbers are reported to the Commission monthly and also FY year-to-date numbers. These were not in compliance numbers would be the numbers used for this indicator.

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed: None

Who Is Responsible For Data Collection And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: Can be a supporting or general performance indicator

Responsible Person:

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INDICATOR NUMBER 20. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Total expended budget dollars

Indicator Type: Output

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the actual number of budget dollar expended.

Validity, Reliability,
and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection
Procedure and Source: This indicator is generated from monthly State of Louisiana ISIS Financial System.

Frequency and Timing: Data collected daily and recapped monthly by State Financial System.

Calculation Methodology: Information is provided by the ISIS Financial System and the agency has no knowledge of the methodology used.

Definition of Any
Unclear Terms: None

What Aggregation or
Disaggregation of
Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: Can be a supporting or general performance indicator

Responsible Person: Charles M. Fuller
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INDICATOR NUMBER 21. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Percentage change in number of LP-Gas related fires and accidents from FY 04-05 standard.

Indicator Type: Outcome

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the percentage change of LP-Gas related fires from the FY 04-05 standard.

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection Procedure and Source: This indicator is generated from the performance standard set and by the actual number of related fires and accidents.

Frequency and Timing: Data collected daily and recapped monthly .

Calculation Methodology: Percentage of the current performance standard that the current actual related fires and accidents is found by dividing the current actual related fires and accidents by the performance standard for the period. This is expressed as a percentage of the performance standard. Compute by the same method the FY 04-05 percentage that the actual related fires and accidents is to the performance standard for FY 04-05. After getting the two percentages, their variance of each other is this indicator.

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed: None

Who Is Responsible For Data Collection And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator

Responsible Person:

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INDICATOR Number 22. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Percentage of applications for permits and renewal of permits issued

Indicator Type: Outcome

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the percentage of applications for permits and renewal of permits issued.

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From Commission Mapper deposits reports, the first 05, 06, or 09 Code permit number is subtracted from the last 05, 06, or 09 code permit number and add one (1) to give the total applications for permits and permit renewals. Then subtract the difference in the number of application for permits and permits approved on the monthly statistical report, which will give us the net applications for permits and renewal permit issued. By dividing the total applications for permits and renewals permits into the net applications for permits and renewal permits issue, we arrive at the percentage of applications for permits and permit renewals issued.

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed: None

Who Is Responsible For Data Collection And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator

Responsible Person: Charles M. Fuller
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INDICATOR NUMBER 23. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Percentage of applications for renewal of cards of competency issued

Indicator Type: Outcome

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the percentage of applications for renewal of cards to competency issued.

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From Commission Mapper deposits reports, the first 02, or 03 Code with a permit number beginning with one "0" and 5 digits subtract that number from the last 02, or 03 code with a permit number beginning with one "0" and 5 digits, add one, this results will be total cards of competency issued. Subtract cards of competency issued from passed examinations, the results will be cards of competency issued from applications for renewal of cards of competency. The percentage issued from applications for renewal cards of competency will be the number issued from applications for card of competency renewals divided by the number applications for card of competency renewals. This number will be 100% unless there is reason not to issued a renewal card, such as a death of the applicant, change in employers, or the card has been revoked by the Commission.

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality:

Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator

Responsible Person:

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INDICATOR NUMBER 24. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Percentage of examinations given issued cards of competency

Indicator Type: Outcome

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the percentage of examinations given issued cards of competency.

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From Commission Accounting Total Report for the period divide the 03 code dollars by \$20, which is the fee per each examination, the result is total examinations given. From Mapper deposits reports count the 03 codes which were not issued cards, these would be the 03 code with a permit number with two "00" followed by 4 digits, subtract this number from total examinations given, the result is number of cards issued from examinations. Percentage of examinations given issued cards is found by dividing number of examinations issued cards from examinations by the total examinations given. The numbers to arrive at this percentage are on the monthly statistical report to the Commission

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed: None

Who Is Responsible For Data Collection And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator

Responsible Person: Charles M. Fuller
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INDICATOR NUMBER 25. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Percentage of equipment inspected issued tags

Indicator Type: Outcome

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the percentage of equipment inspected issued tags.

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From Commission Accounting Total Report for the period divide the 07 code dollars by \$50, which is the fee for a registration decal, the result is total inspections and total number of tags issued. Percentage of equipment issued tags is found by dividing total number of inspections by the total number of tags issued. The total number of inspections will also be the total number of tags issued because we are required to inspect all equipment used in Louisiana that is issued tags. The number to arrive at this percentage are on the monthly statistical report to the Commission under "Tank Truck Decals Issued".

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed: None

Who Is Responsible For Data Collection And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator:

General performance indicator

Responsible Person:

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INDICATOR NUMBER 26. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Number of sanctions imposed per 1000 inspection/inspector activities

Indicator Type: Outcome

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the number of sanctions imposed per 1000 inspection/inspector activities.

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection Procedure and Source: This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from statistical reports as reported to the Commission.

Calculation Methodology: From Commission Statistical Report for the period divide the "Inspection/Inspector Activities" by 1000 and divide the results into the number of "Violations Penalized", this give the number of sanctions imposed per 1000 inspection/inspector activities

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed: None

Who Is Responsible For Data Collection And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator

Responsible Person:

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INDICATOR NUMBER 27. OCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 10, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name:	Number of tanks condemned and modifications made per 1000 inspection/inspector activities
Indicator Type:	Outcome
Indicator Level:	General performance indicator
LaPAS PI Code:	New
Rationale:	Measures the number of tanks condemned and modifications made per 1000 inspection/inspector activities.
Validity, Reliability, and Accuracy:	This is a new and unused indicator and has not been validated as to reliability and accuracy.
Data Collection Procedure and Source:	This indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.
Frequency and Timing:	Data collected monthly from statistical reports as reported to the Commission.
Calculation Methodology:	From Commission Statistical Report for the period divide the "Inspection/Inspector Activities" by 1000 and divide the results into the sum of the number of "Tank/Systems Condemned" and "Tank/System Modifications", this gives the number of tank condemned and modification made per 1000 inspection/inspector activities
Definition of Any Unclear Terms:	None
What Aggregation or Disaggregation of Indicator is Needed:	None
Who Is Responsible For Data Collection And Quality:	Commission Director
Limitation of the Indicator:	None
Use of Indicator:	General performance indicator

Responsible Person:

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INDICATOR NUMBER 28. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name:	Percentage of compliance audits with penalties imposed
Indicator Type:	Outcome
Indicator Level:	Key, supporting or general performance indicator
LaPAS PI Code:	New
Rationale:	Measures the percentage of compliance audits with penalties imposed.
Validity, Reliability, and Accuracy:	This is a new and unused indicator and has not been validated as to reliability and accuracy.
Data Collection Procedure and Source:	This indicator is generated from the monthly reports made to the Commission. In FY 05-06 data for this indicator will be incorporated into the monthly statistical report to the Commission and placed in its official minute book.
Frequency and Timing:	Data collected monthly from reports as reported to the Commission by the Director.
Calculation Methodology:	From the monthly recap report to the Commission by the Director on compliance audits, divide the number of compliance audits into the number of compliance audits with penalties imposed. This gives the percentage of compliance audits with penalties imposed.
Definition of Any Unclear Terms:	None
What Aggregation or Disaggregation of Indicator is Needed:	None
Who Is Responsible For Data Collection And Quality:	Commission Director
Limitation of the Indicator:	None
Use of Indicator:	Can be a key, supporting or general performance indicator

Responsible Person:

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INDICATOR NUMBER 29. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Percentage of performance standard costs per inspection/inspector activity

Indicator Type: Efficiency

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the percentage of performance standard costs per inspection/inspector activity made.

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection Procedure and Source: This indicator is generated from ISIS Financial System Reports and LAPAS Reports.

Frequency and Timing: Data collected monthly from ISIS Financial System Reports and LAPAS Reports.

Calculation Methodology: This indicator is generated from relationship of appropriated budget performance standard costs to appropriated budget preferred performance standard for inspection/inspector activities and compared to the actual costs to actual performance for inspection/inspector activities. By comparing the two numbers obtained from two sources a relationship can be expressed as a percentage of preferred performance, indicating efficiency.

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed: None

Who Is Responsible For Data Collection And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator

Responsible Person:

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INDICATOR NUMBER 30. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Ratio of man-hours of training to sanctions imposed

Indicator Type: Efficiency

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the ratio of man-hours of training to sanctions imposed.

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection Procedure and Source: This indicator is generated from monthly inspector training reports for handler training and for seminar training. These reports are recapped each quarter and reported in LAPAS on a semi-annual basis. Sanctions imposed are collected and summarized monthly from the official monthly "All Dealer Letters" (AD). The sanctions imposed are placed on the monthly statistical report made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly and recapped quarterly from training reports as reported to the Director by the Commission's inspectors. Sanctions are collected monthly and recapped monthly on statistical reports to the Commission.

Calculation Methodology: Each hour of training, whether in seminar form or specific area training counts as one man-hour per individual person. All inspectors training reports are totaled each month, by inspector, and inspectors monthly totals are added and recapped by the quarter with year-to-date total hours. Three men training for one hour in a seminar setting counts as three man-hours or one man training for three hours in a specific area of training counts as three man-hours of training. All training is instructional type training. Sanctions are taken from the "All Dealer Letter" when the Commission has made final action on a citation with a penalty imposed and recapped for placement on the monthly statistical report to the Commission.

Definition of Any Unclear Terms: None

What Aggregation or
Disaggregation of
Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator

Responsible Person: Charles M. Fuller
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INDICATOR NUMBER 31. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Percentage of inspection/inspector activities made with sanctions imposed

Indicator Type: Efficiency

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the percentage of inspection/inspector activities made with sanctions imposed.

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection

Procedure and Source: The activities part of the indicator is generated from weekly inspector reports. Each inspector submits weekly electronic reports to the Director, which is recapped by the month and placed in the monthly Commission Statistical Report for the month and place in the official minute book. The sanctions part of the indicator is generated from the monthly statistical reports made to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from inspector reports and monthly statistical reports as reported to the Commission.

Calculation Methodology: From the official "All Dealer Letter" (AD Letter) published and posted on the Commission web site, all violations that were heard before the Commission and the Commission took final action on them and imposed sanctions or penalties are counted and totaled to arrive at the number used for the sanctions part of this indicator. This number is placed in the monthly statistical report made to the Commission. The inspections/inspector activities part of this indicator is simply an exercise in addition of the inspector weekly reports or can be taken from the monthly statistical report made to the Commission and placed in its official minute book.

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of

Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator

Responsible Person: Charles M. Fuller
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INDICATOR NUMBER 32. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Percentage of compliance audits with no violations

Indicator Type: Efficiency

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the percentage of compliance audits with no violations

Validity, Reliability, and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection Procedure and Source: This indicator is generated from the monthly reports made to the Commission. In FY 05-06 data for this indicator will be incorporated into the monthly statistical report to the Commission and placed in its official minute book.

Frequency and Timing: Data collected monthly from reports as reported to the Commission by the Director.

Calculation Methodology: From the monthly recap report to the Commission by the Director on compliance audits, divide the number of compliance audits into the number of compliance audits without penalties imposed. This gives the percentage of compliance audits without penalties.

The data numbers for this indicator will be placed in the monthly statistical report made to the Commission in FY 05-06.

Definition of Any Unclear Terms: None

What Aggregation or Disaggregation of Indicator is Needed: None

Who Is Responsible For Data Collection And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator

Responsible Person:

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INDICATOR NUMBER 33. DOCUMENTATION SHEET

PROGRAM: Liquefied Petroleum Gas Commission---Administrative

Date: September 20, 2004

Objective I.1: Reduce the number of fires related to liquefied petroleum gas by 25% from FY 2005-2006 through FY 2009-2010 (5% per fiscal year).

Indicator Name: Percentage of appropriated budget dollars expended

Indicator Type: Efficiency

Indicator Level: General performance indicator

LaPAS PI Code: New

Rationale: Measures the percentage of appropriated budget dollars expended.

Validity, Reliability,
and Accuracy: This is a new and unused indicator and has not been validated as to reliability and accuracy.

Data Collection
Procedure and Source: This indicator is generated from monthly State of Louisiana ISIS Financial System.

Frequency and Timing: Data collected daily and recapped monthly from State Financial System.

Calculation Methodology: Information is provided by the ISIS Financial System and the agency has no knowledge of the methodology used. Dividing the dollars expended on the ISIS Report for the period by the total appropriated dollars on the ISIS for the period will give this indicator, which will be expressed as a percentage of total budget/appropriated dollars.

Definition of Any
Unclear Terms: None

What Aggregation or
Disaggregation of
Indicator is Needed: None

Who Is Responsible
For Data Collection
And Quality: Commission Director

Limitation of the Indicator: None

Use of Indicator: General performance indicator

Responsible Person:

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